

Senior IT Manager's Meeting 01/15/03

Attendance

Nancy Huang, Jeremy Warren, Sandy Wine, Allison Soussi-Tanani, Bob Kolher, Don Mock, Kirk Thoning, Rich Beeler, Joan Brundage, Peter Mandics, John Sheldon, Bruce Ross, Kevin Kelleher, Nancy Soriede, Tom Defoor, Russ Richards, Jerry Janssen

1:30pm EST, Conference Call

Decisions

None

New Action Items

ALL – Send names of volunteers to help with Sys Admin training CD's to Sandy Wine.
Nancy Huang – Draft a message for Louisa to send to the Lab Directors on IT policy.
Jeremy Warren – Send out a waiver form for the remote access policy.
Nancy Huang – Send Tom Pyke's memo and the final Remote Access policy out to the Senior Managers and the Lab Directors

Review of Old Action Items

Russ Richards – E-mail out the NOAA and OAR Security Training Policies - **Done**

Sandy Wine – List of suggested training that meets the requirements - **Done**

- Obtained the DOD security training CD's, in the process of reviewing them
- Sandy would like to have a system admin to help with the review (volunteers?)

Rich Beeler – Send the 18-month migration plan to Barry West (example of migrating from Word Perfect to MS Word that was sent out to the TCCR a while ago) – **Ongoing**

Nancy Huang – Provide recommendations for the sensitivity of various IT functions for the position risk and sensitivity data call - **Done**

Meeting Minutes

Intranet (Allison)

- Intranet will go live in February
- Starting with MOU/MOA tracking system that was promised by Mary Langlais
- Web based Organizational calendar of events
- Data call calendar being developed with Sandy's help
 - Data calls posted with linkable documents
- Evaluation period of about 6 months on initial site features
 - Usability study
 - Focus group meetings
 - Extensive feature feedback
- The site looks very clean and professional looking
- Broad organizational use (not just for IT functions)

Webshop (Allison)

- Most of the LO's represented in organization this year
- Conference is June 3-5, with additional activities on the 2nd and 6th.
- Automating registration
- Adding exhibit hall with 25+ exhibitors
- More open source issues
- NOAA CIO's and PA for a panel discussions
- "One agency, one voice" Content theme
- "Tools for Tomorrow" Technical theme
- Call will go out at the end of the month for presentations (open to all NOAA)
- Start thinking about going
- Outreach workshop moved to May

Science.gov (Sandy)

- The organization that deals with it is CENDI
- Working to improve the site
- Plucked the homepage url's and categorized them
- No coordination with NOAA at all
- NOAA Research can participate however, but NOAA CIO office will not put any effort on it
- General public may be attracted to the site so we might want to invest some time in it
- Public audience may not use Science.gov but rather use a search engine (like google) – science.gov may come up on google searches though
- CENDI will be at the webshop this year
- Well have to see if science.gov progresses like firstgov.gov (Nancy Soriede)
- Lots of competition on <topic>.gov portals right now (Nancy Soriede)
- We should put some effort into making sure our stuff looks good on this portal (Nancy Soriede)
- Sandy will send out more information on classifying our websites as soon as she gets in from CENDI

IT Security (Sandy/Jeremy)

- IT Security program may be matrix managed at the NOAA level (going to the NEP)
- IT Security Calendar to be posted on the intranet with the events calendar
- IT Security Awareness Training
 - @noaa.gov e-mail addresses need to be used by all NOAA employees
 - Managers would like a message sent out by Louisa so the Directors are all aware of it
 - Include a target date for retiring old e-mail addresses
 - Nancy will draft something for Louisa to send out
- Anyone accessing NOAA systems is required to take the training

Remote Access Policy (Jeremy)

- Final draft is out and will be posted
- Jeremy will do a waiver form
- Send Tom Pyke's memo out to the senior managers and lab directors

Password Policy Waivers (Jeremy)

- NWS waivers rejected
- Carl's complaint on the policy on NOAA's behalf was rejected
- Jeremy will send out the update on the waivers
- No ROI on password policy
- Louisa should send out an e-mail to the lab directors to enforce this policy

Technology Refreshment Policy (Nancy)

- OGP will allow some IT expenditures
- Does anyone have any comments/experience with the OGP model?
- All proposals to OGP from CDC include 15% for computer support – no real complaints on this any longer (Don)
- Does not include scientific support staff, but does include anything related to computer infrastructure (system staff salaries, acquisition costs)
- FSL has done this for many years
- December memo (Staton to VADM)

NOAA Strategic Plan

- First cut had no IT mentioned; latest version has IT throughout
- IT is more integrated into business process, not a separate consideration

FY05 Initiative Process

- Carl Staton will lead Presidential Management Agenda Team

DOC Council Meeting (Nancy)

- Tom was very happy that NOAA had 63% in exhibit 300's
- NESDIS had 100% in exhibit 300's
- NMFS had to do one for their infrastructure, they will be reviewed on it as an example of doing an exhibit 300 for a non-discrete system
- Emphasis on removing duplication of effort and consolidation
- They will be using IT architecture to examine the duplicate functions in commerce, they will be having a meeting in February with all the CFO's and CIO's to examine it.
- Commits
 - Working on the next version (called Next Gen)
 - Looking for 5-8 technical people to help review it
- CR
 - CR until Feb. 4th

- We may need to live on the CR throughout the year
- Not very optimistic that we'll get the money we need
- Project Management
 - OMB is emphasizing project management qualifications
 - Guidelines for project managers
 - We'll need to have a bio ready for the next CITRB review, part of the total review process
- Strategic Plans
 - Nancy is going to push for IT strategic plans to be part of NOAA overall security plan
 - Can everyone access the DOC website (<http://www.doc.gov/cio/>)?
- CIO Procurement conference in the spring
- Monthly updates of POA&M's for IT security
- Department looks really good for web hits
- Administrative architecture
 - Back on the front burner
 - When CIO money becomes available we can start working toward the target
 - OAR's architecture is a model (thanks to Rich and Kevin)
 - Presentation on administrative systems used by multiple agencies (Travel Manager is used by four)
 - Demo on organization charts software
 - Web based
 - Training in the spring
 - Demo on the new HR system that Census has been using (to replace the HRDS system)

Star Training (Sandy)

- Presentation to GSA on the 27th where we'll get to hear more
- June is the next scheduled one that we'd be able to make
- Could help with certification for project management

Next meeting first Wednesday at noon (Feb. 5th) – Internet access at next meeting for Intranet.